

DD / S R E G I S T R Y

FILE *Committee*

Deputy Director for Plans
3C-34 Hqs.

The Executive Director-Comptroller asked
that the Deputies be advised of the establishment
of the OSR Environment Committee.

/s/ Robert S. Wattles

Robert S. Wattles

Assistant Deputy Director for Support 12 DEC 1972
7D-24 Hqs.

EO-DD/S:LDP:es (12 Dec 72)

Distribution:

Orig - Adse w/cy of att (DD/S 72-4565)

1 - DD/S subject w/orig of att

1 - DD/S chrono

NOTE: Original buckslip w/cy of att
also sent to DD/I & DD/S&T.

DD/S 72-4565: Memo dtd 5 Dec 72 to Mr. Bruce C. Clarke & Mr.
fm C/FAC, subj: OSR Establishment of Office Environment Committee

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Approved For Release 2003/04/29 : CIA-RDP84-00780R004500130001-0

Approved For Release 2003/04/29 : CIA-RDP84-00780R004500130001-0

Executive Registry

72-60721

5 December 1972

MEMORANDUM FOR: Mr. Bruce C. Clarke
Mr.
SUBJECT: OSR Establishment of Office
Environment Committee

STAT

Dear Bruce,

I received the copy of your internal office notice on the establishment of your office environment committee. I congratulate you. You are now one of the more forward looking office directors. The FAC will help insofar as it can. It looks to me as if Bob is the right man to run it.

I noticed that it was marked for OSR internal use only. I hope you will not mind, however, that I have Xeroxed copies for the information of the Executive Director and the Deputy Director for Support who, I am sure, will be interested.

STAT

Chairman, Fine Arts Commission

Internal Use Only

OFFICE OF STRATEGIC RESEARCH

15 November 1972

Office Notice 20-3
PERSONNEL

ESTABLISHMENT OF OFFICE ENVIRONMENT COMMITTEE

1. Effective this date the OSR Environmental Committee is established to serve as a means of identifying office environmental problems and exchanging ideas on improving working conditions within the Office.

2. The Committee will consider all problems affecting working conditions in the Office. It will focus its attention on such problem areas as visual and aural distractions, office cleanliness, decor, temperature and lighting, and space utilization.

3. The Committee members will make periodic surveys throughout the Office to identify problems and their possible solutions. Those problems which cannot be corrected either by the individuals involved or through normal administrative channels or which are of general concern to the Office will be acted on the the Committee.

4. The Committee is authorized to investigate all environmental problems within the Office which come to its attention. The Committee chairman may call upon Agency personnel, panels, and groups to assist or advise the Committee.

5. The Chief of the OSR Administrative Staff will serve as Chairman of the Committee and will, at the same time, represent the OSR Staffs. Other members of the Committee will be designated by the four division chiefs with two persons representing each division. The members will normally serve one year on the Committee. One half of the original membership will serve for 18 months to provide continuity.

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6. The Committee will meet at least once every three months. The agenda will be based on suggestions by the members of the Committee. Additional agenda items may be recommended by any person in OSR through a Committee member. Formal meetings are open to all OSR employees. The chairman will report annually to the Office on the activities and accomplishments of the Committee.

7. The Committee will make recommendations, as appropriate, for consideration by the Director of Strategic Research based on its discussions and findings.

8. The Environment Committee is a forum for all persons in OSR to make known their views on working conditions within the Office. All concerns, criticisms, and suggestions for correction of environmental problems in OSR should be brought to the attention of the Committee members so they may act on them.



BRUCE C. CLARKE, Jr.
Director

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Attachment

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15 November 1972

Office Notice 20-3
Addendum

MEMBERS OF OFFICE ENVIRONMENT COMMITTEE

<u>Room</u>	<u>Telephone</u>	<u>Term of Office</u>
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Permanent member
and representative
for office staffs

CF/D Representative
thru May 1974

CF/D Representative
thru Nov. 1973

PAD representative
thru March 1973

PAD representative
thru May 1974

RAD representative
thru May 1974

RAD representative
thru May 1973

SFD representative
thru November 1973

SFD representative
thru May 1974

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